

# Kentucky Employees' Health Plan

## Coordinator Training Schedule



### 9/10/09 – Frankfort

New IC Training (New ICs only)  
8:30am – 4:30pm

### 9/14/09 – Kenton County

Northern KY Convention Center  
8:30am - 12:00pm (School Boards)  
1:00pm - 4:30pm (State, Quasi and Health Departments)

### 9/15/09- Madison County

Eastern KY University  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm (State, Quasi, and Health Departments)

### 9/16/09 – Floyd County

Jenny Wiley  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm (State, Quasi, and Health Departments)

### 9/17/09 – Rowan County

Morehead State University  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm State, Quasi, and Health Departments)

### 9/21/09 – McCracken County

West KY Community Tech  
Crounce Hall  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm (State, Quasi, and Health Departments)

### 9/22/09 – Hopkins County

Days Inn – 1900 Lantaff Blvd  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm (State, Quasi, and Health Departments)

### 9/23/2009 – Warren County

BRADD 177 Graham Avenue  
Bowling Green KY  
8:30am – 12:00pm (School Boards)  
1:00 – 4:30pm (State, Quasi, and Health Departments)

### 9/24/2009 – Hardin County

Holiday Inn Express  
107 Buffalo Creek Drive  
Elizabethtown, KY  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm (State, Quasi, and Health Departments)

Hello Insurance Coordinators!

It's almost that time of year again: Open Enrollment for the KEHP!! It will be here before you know it which means Insurance Coordinator Training is just around the corner. We want to thank each of you for the feedback you provided during the Insurance Coordinator trainings that were held earlier this year. Your comments and suggestions have been reviewed and your voices have been heard!

We will be doing things differently this year with our annual Open Enrollment trainings. This year there will be 11 Insurance Coordinator training sessions conducted throughout Kentucky in the month of September. That's right, 11! Training will be split into two, half-day sessions. The morning sessions will be provided for Insurance Coordinators of Boards of Education. The afternoon training sessions will be provided for Insurance Coordinators of State Agencies, Quasis and Health Departments.

**Open Enrollment training is Mandatory!** Information provided in training this year will only cover plan option choices, premium information, and changes in processing or administration of coverage for the new plan year. Training will **NOT** contain information regarding HIPAA, Web Billing, Enrollment Processing, WebQE or general information pertaining to the KEHP. **Only new information and changes for the 2010 plan year will be included in Open Enrollment Training this year.** If you are a NEW Insurance Coordinator; there will be one day of training for **NEW** Insurance Coordinators on **September 10<sup>th</sup>** in Frankfort. This training will provide training in all areas of the Kentucky Employees' Health Plan. You will need to attend the "New Insurance Coordinator Training" only.

You will find the Insurance Coordinator Training dates and locations on the left. Please complete the training registration form that is attached to this email. You must submit your registration request by September 1<sup>st</sup>, 2009. Remember to list all individuals attending training with you. Fax your registration request forms to me at 502-564-5278 or email to [lynn.jones2@ky.gov](mailto:lynn.jones2@ky.gov).

If you will need a certificate for attending Insurance Coordinator training you must answer "yes" to the question on your training registration form. Certificates for completion of training will be available the day of training and handed out at the end of the training session. If you haven't received a certificate for a training completed earlier this year and you would like to request one, please contact me at [lynn.jones2@ky.gov](mailto:lynn.jones2@ky.gov).

**9/28/2009 – Pulaski County**

Center for Rural Development  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm (State, Quasi, and  
Health Departments)

**9/29/2009 – Frankfort**

Transportation Cabinet  
8:30am – 12:00am (School Boards)  
1:00pm – 4:30pm (State, Quasi, and  
Health Departments)

**9/30/2009 – Frankfort**

Transportation Cabinet  
8:30am – 12:00pm (School Boards)  
1:00pm – 4:30pm (State, Quasi, and  
Health Departments)



**OE Reminders for 2010!**

- 1. Training is Mandatory**
- 2. Total Open Enrollment**
- 3. Certificates upon request**
- 4. Registration deadline for  
IC training is 9/1/09.**

If you do not receive an enrollment confirmation by September 4<sup>th</sup>, please contact me to ensure that you have been scheduled to attend training.

We hope you will be pleased with the additional training locations we have included this year to assist you in your travel. If you have any questions, comments or suggestions for future trainings, please feel free to contact me at the number listed below.

I look forward to seeing you at training!

*Lynn Jones*

Phone: 502-564-6534

Email: [lynn.jones2@ky.gov](mailto:lynn.jones2@ky.gov)

